

PENNSYLVANIA LIQUOR CONTROL BOARD

INVITATION FOR BID 270014

PLCB GIFT CARDS

OVERVIEW

The Pennsylvania Liquor Control Board (PLCB) is seeking a Contractor to provide thirteen different versions of branded gift cards in accordance with the specifications set forth in this Invitation for Bid. The cards will be used in nearly 600 Fine Wine & Good Spirits Stores.

ISSUING OFFICE

This Invitation for Bid (IFB) is issued by the PLCB, Purchasing and Contract Administration Division, Room 312, Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124-0001. Email: treadinger@pa.gov. Tanya Readinger is the Issuing Officer and the sole point of contact at the PLCB for all matters regarding this IFB.

PLCB CONTRACTING OFFICER

The PLCB Contracting Officer is the PLCB official authorized to enter into and administer contracts and make written determinations with respect to contracts. The PLCB Contracting Officer is Melinda John, Manager of Purchasing and Contract Administration, Room 312, Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124-0001, Email: meljohn@pa.gov.

QUESTIONS

Questions regarding this IFB must be submitted via email only, with the subject line entitled "IFB #270014 Questions" to the Issuing Officer, Tanya Readinger, at Treadinger@pa.gov no later than **12:00 p.m. on March 14th, 2023**. The bidder shall not attempt to contact the Issuing Officer by any other means.

All questions received will be answered, in writing, and such responses shall be posted to the Department of General Services ("DGS") website at www.emarketplace.state.pa.us and to the PLCB's online self-service Oracle Supplier Portal ("Portal") as an addendum to the IFB by **C.O.B. on March 21st, 2023.**

All questions and official responses are considered an addendum to, and part of, this IFB. The PLCB shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.

ADDENDA TO THE IFB

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to the DGS website at

www.emarketplace.state.pa.us as well as posting within the Portal. **It is the Bidder's responsibility to periodically check either system for any new information or addenda to the IFB. When an addendum is posted to the Portal, bidders who have already submitted a bid will receive a system-generated email notification alerting them to the change. The bidder must log into the Portal to review and acknowledge the Addendum in order to have their bid considered. Failure to review and acknowledge the Addendum will be considered a non-responsive bid and result in bid rejection.**

RESPONSE DATA

Bidders will submit their bids through the Portal. **ATTACHMENT #1 – Bid Form BOP-1206** must be signed in ink by an official authorized to bind the Bidder to its provisions. **Failure to sign the Bid Form BOP-1206 shall disqualify your bid immediately.** All applicable bid documents must be uploaded through the Portal. For this IFB, the bid must remain valid for at least sixty days. The contents of the bid of the successful Bidder will be incorporated into the contract. See the **Supplier Registration** section below for more information on accessing the Portal and registering as a Supplier.

To be considered, submit your bid through the Portal on or before **12:00 PM on April 4th, 2023.** Bids not received on time shall be rejected. **ALL BIDS MUST BE SUBMITTED THROUGH THE PORTAL. EMAIL AND HARD COPY BIDS WILL NOT BE ACCEPTED.**

The following documents must be included with your bid. Failure to include these required documents will be considered a non-responsive bid and result in bid rejection.

1. ATTACHMENT #1 - BOP-1206	Referenced on Page 2
2. ATTACHMENT #2 – GSPUR-89	Referenced on page 2
3. ATTACHMENT #3 – BOP-2201	Referenced on Page 2

RECIPROCAL LIMITATIONS ACT

This procurement is subject to the Reciprocal Limitations Act. Bidders must complete sections 3 and 4 of **ATTACHEMENT #2 – GSPUR-89 Reciprocal Limitations Act Requirements** and submit with the bid.

WORKER PROTECTION AND INVESTMENT EXECUTIVE ORDER

This procurement is subject to Executive Order 2021-06 Worker Protection and Investment. Bidders must complete **ATTACHMENT #3 – BOP-2201 Worker Protection and Investment Certification Form** and submit with the bid.

SAMPLE COST SHEET

ATTACHMENT #4 – SAMPLE COST SHEET has been attached to show bidders in more detail what is required in order to submit a complete bid. Line-item pricing must be submitted through the Portal in its entirety with no variations or conditions. No other forms of pricing will be accepted.

METHOD OF AWARD

This single award contract will be awarded to the lowest responsive and responsible bidder as determined by the Total Cost that meets the requirements and criteria set forth in this IFB.

BID TABULATIONS RESULTS

Results of this bid will be posted within 48 hours to the DGS website at <http://www.emarketplace.state.pa.us/>. Any additional information will require a Right to Know request, instructions for which may be found at: <http://www.openrecords.pa.gov/RTKL/CitizensGuide.cfm>.

Bid results do not confer any legal or contractual rights until a formal Notice to Proceed has been issued by the Issuing Officer.

REJECTION OF INVITATION FOR BID QUOTES

The PLCB reserves the unqualified right to reject any and/or all bids received as a result of this IFB, to waive technical defects or any informality in bids and to accept or reject any part of any bid if, in its judgment, the best interest of the Commonwealth is thereby served.

TERMS AND CONDITIONS

The Contract resulting from this IFB shall be governed by the PLCB's Standard Contract Terms and Conditions for Non-Merchandise Purchase Orders (Form 54-FA-2.0). Form 54-FA-2.0 is attached hereto as **ATTACHMENT # 5 - Form 54-FA-2.0** and incorporated by reference.

PRIME CONTRACTOR RESPONSIBILITY AND SUBCONTRACTING

The selected Bidder, as prime Contractor, shall be required to assume responsibility for all services requested in this IFB whether or not it produces them. Further, the PLCB will consider the selected Bidder to be the sole point of contact with regard to contractual matters.

Any use of subcontractors by the selected Bidder must be identified in the bid. During the project period, use of any subcontractors by the selected Bidder not previously identified in the bid, must be approved in writing by the PLCB prior to any work being done.

INCURRING COST

The PLCB is not liable for any cost incurred by anyone prior to issuance of a contract. The PLCB will pay the Bidder only for services rendered at the rates stated in the contract.

OFFSET PROVISION

The Bidder agrees that the Commonwealth may set off the amount of any state tax liability or other debt or obligation to the Commonwealth or its subsidiaries that is owed to the Commonwealth and is not being contested on appeal against any payments due the Bidder under this or any other contract with the Commonwealth.

SUPPLIER REGISTRATION

Bidders will be required to register in the Portal as a “Non-Merchandise” supplier of goods and services. During the registration process, every supplier will be required to complete a questionnaire to verify their supplier type (Merchandise or Non-Merchandise). Every supplier will also be required to enter the details of the “PLCB Purchasing team contact person”. This information can be found in the “Issuing Office” section on **Page 1 of this IFB**.

Registration must be completed before a bid can be submitted or a Purchase Order (PO) fully executed. Information on how to register and related training can be found by clicking the link below. ***(Please Note: A PLCB Supplier number will NOT be immediately generated upon submission of registration. The request will be processed within 3-5 business days from date received. It is recommended that Bidders allow sufficient time to register before the bid deadline).***

<https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx>

After registration, suppliers will use the Portal to manage and update account information, upload and view invoices, view and acknowledge purchase orders and related documents, view payment information and track payment status.

It is the supplier’s responsibility to ensure that the supplier information contained in the Portal is accurate and complete. **Failure to update the Portal of any changes to supplier information may result in delayed payments.**

INVOICING

Upon delivery of item(s) or service(s), the supplier will be required to create and submit their invoice(s) via the Portal. Invoices must include the PO number and all changes must be itemized, providing the description and date. Amounts charged must match the charges referenced on the IFB and PO line item. Invoices will only be paid if record or services and/or materials provided is documented and confirmed by the PLCB.

If assistance is needed to create and submit an invoice via the Portal, please review the course on how suppliers enter an invoice in the Portal and/or quick reference guide located on the PLCB’s public website at the following link, <https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx>

PAYMENT

- a. The PLCB shall put forth reasonable efforts to make payment of undisputed amounts billed, less applicable credits, within 30 days of receipt of a proper invoice. A “proper” invoice is not received until it has been submitted to the Portal and the PLCB accepts the service as satisfactorily performed and goods satisfactorily received.
- b. The PLCB will make contract payments through Automated Clearing House (ACH).

- 1) Within 10 days of award of the contract the awarded Bidder, as Contractor, must submit or must have already submitted their ACH information within their user profile in the Portal.
- 2) The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the PLCB's ACH remittance advice to enable the Contractor to properly apply the State agency's payment to the invoice submitted.
- 3) It is the responsibility of the Contractor to ensure that the ACH information contained in the Portal is accurate and complete. Failure to maintain accurate and complete information may result in delays in payment.

PAYMENT INQUIRES/QUESTIONS

Any question or inquiries concerning payment of invoices shall be emailed to Comptroller Operations at: RA-PLCBExceptionProcess@pa.gov.

IFB 270014

PLCB GIFT CARDS – SPECIFICATIONS

CARD MATERIAL AND THICKNESS: 30 mil PVC

CARD QUANTITY: 218,550 total. Cards are to be delivered in full to two separate PLCB locations. (see “Shipping Information” below).

LOT “A”

TEN FINE WINE & GOOD SPIRITS (FWGS) VERSIONS, 62,500 CARDS:

- PLCB #322633 – Congrats – Single Card 5,000 each @ 25 cards/pack = 200 total packs.
- PLCB #322635 – Birthday - Single Card 10,000 each @ 25 cards/pack = 400 total packs.
- PLCB #322636 – Thank You - Single Card 10,000 each @ 25 cards/pack = 400 total packs.
- PLCB #322637 – FWGS Evergreen – Single Card 10,000 each @ 25 cards/pack = 400 total packs.
- PLCB #322638 – Congrats Hanging (COC) – Single Card 2,500 each @ 25 cards/pack = 100 total packs.
- PLCB #322639 – Perfect Match Hanging (COC) – Single Card 5,000 each @ 25 cards/pack = 200 total packs.
- PLCB #322640 – Birthday Hanging (COC) - Single Card 5,000 each @ 25 cards/pack = 200 total packs.
- PLCB #322641 – Thank You Hanging (COC) – Single Card 5,000 each @ 25 cards/pack = 200 total packs.
- PLCB #322642 – FWGS Evergreen Hanging (COC) – Single Card 5,000 each @ 25 cards/pack = 200 total packs.
- PLCB #622634 – Perfect Match - Single Card 5,000 each @ 25 cards/pack = 200 total packs.

LOT "B"

THIRTEEN FINE WINE & GOOD SPIRITS (FWGS) VERSIONS, 156,050 CARDS:

- PLCB #322633 – Congrats – Single Card 20,000 each @ 25 cards/pack = 800 total packs.
- PLCB #322635 – Birthday - Single Card 25,000 each @ 25 cards/pack = 1,000 total packs.
- PLCB #322636 – Thank You - Single Card 20,000 each @ 25 cards/pack = 800 total packs.
- PLCB #322637 – FWGS Evergreen – Single Card 25,000 each @ 25 cards/pack = 1,000 total packs.
- PLCB #322638 – Congrats Hanging (COC) – Single Card 10,000 each @ 25 cards/pack = 400 total packs.
- PLCB #322639 – Perfect Match Hanging (COC) – Single Card 5,000 each @ 25 cards/pack = 200 total packs.
- PLCB #322640 – Birthday Hanging (COC) - Single Card 15,000 each @ 25 cards/pack = 600 total packs.
- PLCB #322641 – Thank You Hanging (COC) – Single Card 10,000 each @ 25 cards/pack = 400 total packs.
- PLCB #322642 – FWGS Evergreen Hanging (COC) – Single Card 15,000 each @ 25 cards/pack = 600 total packs.
- PLCB #622634 – Perfect Match - Single Card 10,000 each @ 25 cards/pack = 400 total packs.
- PLCB #86991 – Happier Holidays \$75 Hanging (COC)– Single Card 350 each @ 25 cards/pack = 14 total packs.
- PLCB #86995 – Birthday \$75 Hanging (COC) - Single Card 350 each @ 25 cards/pack = 14 total packs.
- PLCB #86999 – FWGS \$75 Hanging (COC) – Single Card 350 each @ 25 cards/pack = 14 total packs.

FINISHED CARD SIZE: Single Card – Standard CR80 (2-1/8" x 3-3/8")

CARD FEATURES: Finish: laminated, glossy, two sides.

High-Coercivity encoded track 2 magnetic swipe which meets ISO/ANSI standards.

Gift card number printed on back of card above magnetic swipe (**see "Gift Card Numbering" on pages 9-10**).

The full 19-digit card number for each gift card in Code 128 UPC format needs to replace the existing UPC printed on back of card below magnetic swipe (**see gift card artwork for placement**).

Back of card verbiage (**see gift card artwork**).

Generate a 6-digit numeric PIN number for each gift card. Supplier will securely send a CSV(comma separated value) file (or any other secure file method approved by the PLCB) that lists the PIN associated with each gift card number to the PLCB.

PIN number is to be covered with a safe industry standard scratch off covering. (**For placement of PIN number, please see shaded box provided on last page of any artwork example of a Single Card**).

Cards on carrier (COC) shall have the cards affixed to a 3.625-inch x 5-inch cardboard backing designed to be hung from display racks. Cards shall be affixed with industry standard adhesive so that customer can remove card easily without damage to card artwork.

PRINTING: 4-color offset printing; 4-color process front/1 color back.

Full bleed on all 4 sides.

Inkjet imaging for variable information only.

ARTWORK: Artwork to be provided in any of the following formats:
CDR (CorelDraw 9), EPS, PS, JPG, GIF, PDF, AI (Adobe Illustrator 9.0.1).

Color values will be CMYK. Fonts will be converted to curves or provided electronically.

Artwork is done on a PC in CorelDraw9 and can be provided on a CD-R disc.

Color proof sized at 100% from a color laser printer.

PROOFS: Matchprint of each version must be provided to the PLCB Issuing Officer for approval within one week of receipt of a purchase order.

PACKAGING:

- Pack = 25 cards each. Each pack must be individually shrink wrapped.
- Sleeve of single cards = 20 packs of 25 cards each (500 total cards/sleeve). Sleeves are to be labeled with the first card number in that bundle.
- Sleeve of cards on carriers = 10 packs of 25 cards each (250 total cards/sleeve). Sleeves are to be labeled with the first card number in that bundle.
- Carton of single cards = Six (6) sleeves of 20 packs of 25 each (3,000 total cards/carton).
- Carton of cards on carrier = Eight (8) sleeves of 10 packs of 25 each (2,000 total cards/carton).

Cartons to be labeled as follows:

PLCB
Purchase Order Number
Description (PLCB Item Number Type ex. PLCB #322633 CONGRATS)
1st Card Number – Last Card Number
Quantity
Company Information (i.e., inventory #, job number, run date, etc.)

GIFT CARD NUMBERING:

PLCB #322633 – CONGRATS CARD STARTING WITH:

918820310000072001X to 918820310000097000X

PLCB #322635 – BIRTHDAY CARD STARTING WITH:

918820330000106301X to 918820330000141300X

PLCB #622636 – THANK YOU CARD STARTING WITH:

918820340000095201X to 918820340000125200X

PLCB #322637 – FWGS EVERGREEN CARD STARTING WITH:

918820350000115501X to 918820350000150500X

PLCB #322638 – CONGRATS HANGING (COC) CARD STARTING WITH:

918820380000031001X to 918820380000046000X

PLCB #322639 – PERFECT MATCH HANGING (COC) CARD STARTING WITH:

918820390000030501X to 918820390000038000X

PLCB #322640 – BIRTHDAY HANGING (COC) CARD STARTING WITH:

918820400000042501X to 918820400000062500X

PLCB #322641 – THANK YOU HANGING (COC) CARD STARTING WITH:

918820410000041251X to 918820410000056250X

PLCB #322642 – FWGS EVERGREEN HANGING (COC) CARD STARTING WITH:

918820420000035001X to 918820420000055000X

PLCB #622634 – PERFECT MATCH CARD STARTING WITH:

918820320000067001X to 918820320000082000X

PLCB #86991 – HAPPIER HOLIDAYS \$75 HANGING (COC) CARD STARTING WITH:

918828020000000201X to 918828020000000550X

PLCB #86995 – BIRTHDAY \$75 HANGING (COC) CARD STARTING WITH:

918828060000000201X to 918828060000000550X

PLCB #86999 – FWGS \$75 HANGING (COC) CARD STARTING WITH:

918828100000000201X to 918828100000000550X

SHIPPING INFORMATION:

The cards shall be delivered in full to the addresses listed below:

LOT "A"

PA Liquor Control Board
Northwest Office Bldg., Room #1
910 Capital Street
Harrisburg, PA 17124-0001
ATTN: Brian Albert

LOT "B"

PLCB E-Commerce
East Greenville Business Center
668 Gravel Pike, Suite 500
East Greenville, PA 18041-2150

PRODUCTION TIME: Delivery of cards must be within 4 weeks of final approval of artwork and proof.

BIDDER MUST AGREE TO THE FOLLOWING:

- a. Prior to production, Bidder must provide sample cards for testing magnetic swipe of each version to the PLCB Issuing Officer for approval within two weeks of receipt of a purchase order. PLCB written approval must be provided before order production begins.
- b. Bidder must agree to remake damaged or missing cards and replace in sequential order prior to shipping.
- c. Bidder must have a quality control procedure in place to ensure accuracy and integrity during the gift card production. This quality control procedure must include scanning of cards to ensure against duplicate cards, missing cards, or out-of-sequence cards.
- d. Bidder provides a sample and testing proof of the CVV printed on the card that is random and listed correctly on the file sent to the PLCB.
- e. Bidder must upload the gift card PINs to a secure location approved by the PLCB.